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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 1441.1D**Effective Date: February 24,  
2003Expiration Date: February  
24, 2013[Printable Format \(PDF\)](#)

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**Subject: NASA Records Retention Schedules (w/Change 3, 1/31/06)****Responsible Office: Office of the Chief Information Officer**

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## Chapter 8. NRRS 8

### **PROGRAM MANAGEMENT RECORDS**

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 8 pertain to the management and operation of NASA construction of facilities, architectural, and engineering design records. These records relate to the functions that create, control, formulate and prescribe real or personal property or facilities management policies and procedures used by activities and offices applying these procedures. Records also included in this series/schedule are Research & Development (R&D) records that pertain to the management, operation, and performance of an R&D Project. Such records are created and accumulated by project organizations that have direct management control of in-house and/or contractor project activities. Project files relate to basic and applied research, and engineering development projects. The Project Office, normally at the laboratory or division level at a field installation, is responsible for maintaining the official files, and is designated as the Office of Primary Responsibility (OPR). This office is responsible for maintaining the files relating to a particular project and for insuring the ongoing collection and consolidation of essential documentation for the project. When more than one laboratory at an installation or more than one installation works on a project, the lead project manager should establish procedures to insure that all files relating to the project are collected at a single designated location for retirement and transfer.

### **INSTRUCTIONS FOR DESIGN AND CONSTRUCTION FILES:**

General Definitions and Guidelines to use with Design and Construction Files: Generally, drawings pertaining to the design process lose their administrative usefulness after the final construction plans are accepted; these records should be considered inactive after the completion of the construction project. Precise measured drawings, which are used during the construction process, have a continuing value during the life of the structure, especially for repair and maintenance projects. The original construction drawings as well as repair and alteration drawings (or microform copies) should be considered active while the structure is still used, maintained or owned by the Federal Government.

### **DEFINITIONS:**

Preliminary Drawings: Drawings and sketches that are conceptual in nature. These drawings are usually freehand studies that show the basic design of the structure, include the arrangement of rooms, general appearance of elevations and floor plans, as well as other details under consideration.

Models: Three dimensional, reduced-scale models which are prepared for illustrative or presentation purposes.

Intermediate and Pre-final Drawings: Drawings which are created and reviewed in preparation of the final working drawings.

"As Built" Drawings: Annotated copies of final working drawings or additional drawings which show changes in the

initial construction from the original design.

Shop Drawings: Detailed drawings prepared by construction contractors or subcontractors of particular parts of the building which they are to supply or by manufacturers of products to be assembled in their shops. These drawings which include plans for architectural embellishments and interior design such as tile and marble work, special cabinet work, elevators, or heating systems, not only provide instructions for assembling the products on the job site, but may also be necessary for future repair and preservation projects.

Repair and Alteration Drawings: Original drawings which depict repairs and alterations to the building as it was originally constructed.

Contract Drawings: Copies of the original workings on which contract negotiations are based.

Standard Drawings: Final drawings for standard details and other documents created in their preparation.

Space Assignment Plan(s): Drawings which depict outline floor plans used for space assignments.

<b><u>AFS #</u></b>	<b><u>ITEM</u></b>	<b><u>SUBJECT AREA OR RECORD TITLE</u></b> <b><u>DESCRIPTION OF RECORD SERIES</u></b>	<b><u>RETENTION</u></b> <b><u>&lt;Authority&gt;</u></b>
8000-8999		PROGRAM MANAGEMENT	(see below)

## 0.1 ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-94-3, N1-255-91-14, N1-255-91-6, N1-255-89-3, N1-255-90-1, N1-255-92-3, N1-255-88-1, and N1-255-90-4 in the NASA Records Retention Schedule 8, with the following exceptions: .

Item 5A, subpart 2, subpart on Electronic Data (R&D Project Files, Temporary Records of Selected Project Case Files, Project Test, Engineering, and Evaluation Files: Electronic Data).

Item 17 (R&D Experimental Projects Data Files).

Item 18B (Atmospheric Science Data (KSC Only), LDAR Records (Lightning Detection and Ranging))

In addition, this disposition does not apply to any item already covered by the General Records Schedules.

A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.

DELETE AFTER  
RECORDKEEPING  
COPY HAS BEEN  
PRODUCED AND  
DISSEMINATION,  
REVISION, OR  
UPDATING IS  
COMPLETED.  
<N9-255-00-05>

		B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <N9-255-00-05>
<b>8000</b>		<b>Program Management - General</b>	(see below)
8000	<b>1</b>	<b>DEFENSE INDUSTRIAL PLANT EQUIPMENT CENTER (DIPEC) LOAN</b>	
		Listings of tools or test equipment on loan from DIPEC to NASA contractor or NASA Center.	DESTROY 1 YEAR AFTER COMPLETION OF LOAN. <N1-255-94-3> (N 17-47)
8000	<b>2</b>	<b>TOOL DRAWING FILES</b>	
		A. Vellums, original drawings, and tracings used in the manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		B. All other copies.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104. <N1-255-04-3>
8000	<b>3</b>	<b>DATA FILES ON ORGANIC MATERIALS USED IN CONSTRUCTION OF PLANETARY SPACECRAFT</b>	
		Documentation produced by Centers, contractors, subcontractors and other suppliers, for research and development projects related to planetary flight mission hardware, which includes information relative to the organic materials used on spacecraft destined for planetary landing. Documentation shall include all listings, drawings, test results, parts lists, and specifications pertinent to the organic materials content of the spacecraft as flown.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
8000	<b>4</b>	<b>R&amp;D CORRESPONDENCE FILES</b>	
		A. <u>GENERAL ADMINISTRATIVE</u>	

		Records in this series consists of copies of correspondence and documentation relating to the administrative management and housekeeping operations of a laboratory or a program office. Files may include: Action/Suspense files; general correspondence; and, routine office actions and correspondence.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
		<b><u>B. PROJECT CORRESPONDENCE - OTHER</u></b>  Correspondence relating to a project and not a part of the project manager's files. This series may include correspondence and files kept by offices subordinate to the project manager. These are not routine administrative/housekeeping files, they are miscellaneous project correspondence files.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
		<b><u>C. ALL OTHER OFFICES/COPIES</u></b>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104 OR 8/108. <N1-255-04-3>
8000	<b>5</b>	<b>R&amp;D PROJECT FILES</b>	
		These records reflect a complete history of each project from initiation through research, development, design and testing, to completion. Records in this series are typically maintained in a central file by the project office, which is considered the primary office of responsibility (OPR). Records designated for permanent retention will be clearly identified by the OPR and maintained separately from records considered temporary while in the custody of NASA. Selected case files are to be retired separately from other case files to the Federal Records Center (FRC).	

	<b>5</b>	Typical case files include, but are not limited to: Incoming/outgoing correspondence and memoranda; Procurement files (cost and scheduling); Project Authorization Documents (PAD); TU application engineering documentation (where applicable); Project cards; Test and trial results; Drawings, specifications, photographs, and videos; Technical, status, and progress reports; Notice of completion, cancellation, or termination; Data location files; Project review files; Final project records/reports.	
		NOTE: This series does not include test results maintained at NASA or contractor laboratories or comparable level. These records are covered by Item 17 of this Schedule.	
		<b><u>A. SELECTED PROJECT CASE FILES</u></b>	
		This series consists of records that are of particular significance for documenting NASA R&D projects. The following selection criteria will be used to determine if a project falls within this disposal authority.	

		<p>PROJECTS THAT LEAD TO:</p> <ul style="list-style-type: none"> <li>. The discovery of new science, reveal new facts or concepts useful for future research, or confirm less firmly based existing bodies of knowledge;</li> <li>. Development of a "first of its kind" product or process;</li> <li>. Establish a precedent for significantly changing NASA research, agency policy, internal organization, or legislative action;</li> <li>. Contributes significant data that broadens knowledge in a field of science or substantively effects a key public policy issue;</li> <li>. Results in significant social, political, or scientific controversy;</li> <li>. Is subject to widespread national or international media attention or the subject of Congressional or agency scrutiny or investigation</li> <li>. Results in a significant improvement in processing or production; and/or,</li> <li>. Results in a significant net application of an existing product or process.</li> </ul>	
		1. Records in this series include:	<p>ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. &lt;N1-255-04-3&gt;</p>
	<b>5</b>	<p>R&amp;D Status Reports</p> <p>Documents reflecting the master plan for research, development, and test of a designated equipment system. Plans are used as a management tool and as a means of informing higher-level management of the status. Included are project management master plans, superseded and obsolete parts of the plans, studies and reports used to keep the plan current, and related documents.</p>	
		<p><u>Authorization Files</u></p> <p>Documents reflecting actions leading up to and including the authorization for initiation of a project. Included are: Project Planning Documents (PPD), Project Authorization Documents (PAD).</p>	(N 25-1a(3))

	<p><b>Specification and Drawing Files</b></p> <p>Original drawings that have not been microfilmed OR silver halide aperture cards of original drawings and specifications that show experimental, preliminary, and final versions created in connection with the project. Original drawings that have been microfilmed (and microfilm has been verified in accordance with 36 CFR, Part 1230, S1230.14) are no longer considered the "archival" or permanent record and may be disposed of in accordance with B of this item or when no longer needed, whichever is sooner.</p>	(N 25-1a(4))
	<p><b><u>Reference Reports</u></b></p> <p>Technical, progress, or test reports issued, or received in connection with the project including feasibility, cost, effectiveness, and contractor reports.</p>	(N 25-1a(9))
	<p><b><u>Review Files</u></b></p> <p>Documents or other media produced which document Preliminary Requirements Reviews, Preliminary Design Reviews, Critical Design Reviews, Configuration Inspections, Design Certification Reviews, Flight Readiness Reviews, and Post Flight Evaluations</p>	(N 25 1a(10))
	<p><b><u>Termination Files</u></b></p> <p>Documents reflecting notices or authority for completion or termination of a project or task, such as technical committee action, or termination notice, indicating R&amp;D work on a particular project or task has been completed/terminated.</p>	(N 25-1a(11))
	<p><b><u>Project Scientists Files</u></b></p> <p>Files that are not duplicated in a central Project Office file or project case file. These should be transferred as an integral whole and should be considered an adjunct to the central project office file.</p>	



		<u>Final Reports</u>	
		Records include reports for completed projects, cancelled, terminated, or suspended projects.	
	5	<u>Audiovisual Records</u>	
		Records that document R&D project activities and are considered by the Project Office to be an integral part of selected case files.	
		. Film: Also See Schedule 1-71B. Stills: Also See Schedule 2-23C. Videos: Also See Schedule 2-24C	
		2. TEMPORARY RECORDS OF SELECTED PROJECT CASE FILES Records in this series include: <u>R&amp;D Correspondence</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103. <N1-255-04-3>
		<u>Procurement Files</u>	
		Copies of R&D contract, grant, or agreement associated with the accomplishments of the project with changes, modifications, or addenda thereto. (THIS IS THE PROJECT OFFICES' FILES, <u>NOT</u> THE PROCUREMENT OFFICE FILE.)	
		<u>Project Test, Engineering, and Evaluation Files</u>	
		Records relating to the testing and evaluation of R&D items to make sure that design, technical and characteristics requirements are met and to provide information for corrective actions, research, environmental, engineering, service, and other test directives plans and preliminary and final reports; firing reports, calculations, working papers, related correspondence; comparable test data; and, audio visual records that are routine and repetitive in nature.	
		<u>Electronic Data</u> : See above description.	
		<u>Film</u>	
		<u>Stills and Video</u>	

		Meeting FilesCopies of minutes of meetings, conferences, reports, trip reports, reports of consultations, and similar papers pertaining to the project.	
		Data Location FilesCross-references or notations as to the existence and location of scale models; experimental hardware, motion picture films, URLs, server addresses for databases, libraries, and comparable items which are not filed with the project files.	
	<b>5</b>	<u>Spacecraft Files - Post Launch/Engineering</u>  Logs and data describing the operations and performance of the various functions of the spacecraft or satellite, revealing malfunctions, attitude, environmental conditions which may be used to check ongoing operations and to introduce engineering improvements into the design of late or similar spacecraft; this series includes reports, technical notes, microfilm plots, memoranda, correspondence, and related papers/documentation.	
		<u>Office Project Files - Summarized</u>  Office files relating to relatively small research projects where data and results are summarized in a research report which is usually disseminated throughout NASA.	
		<b>3. ALL OTHER COPIES/OFFICES</b>	
		Offices maintaining working or reference copies of any ofthe above record series of R&D projectpapers/documentation.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3>
		<b><u>B. NONSELECTED PROJECT CASE FILES</u></b>	
		1. Records in this series include those projects that do not meet the selection criteria identified in A above.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/107. <N1-255-04-3>

		2. ALL OTHER COPIES/OFFICES  Offices maintaining working or reference copies of any of the above records series of R&D projects that do not meet the selection criteria identified in 5-A or in B-1 above.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/108. <N1-255-04-3>
	<b>6</b>	<b>RESERVED</b>	
8000	<b>7</b>	<b>R&amp;D APOLLO DOCUMENTATION ADMINISTRATION FILES</b>	THIS IS A CLOSED SERIES
		<u>A. APOLLO DOCUMENTATION SYSTEM</u>	
		A listing of documentation covering the Apollo Documentation System consisting of record copies of 3 documents: (1) Center Apollo Document Index, Appendix "A"; (2) Center Apollo Document Index, Numerical Listing by Level Category, Control Number; (3) Center Apollo Document Index Alphabetical Listing. The system will provide for continual management review to eliminate duplicate or nonessential requirements and reduce cost related thereto. Included are supporting papers reflecting changes to basic documents. 1. Paper Records.	(N 24-8) DESTROY AFTER VERIFICATION / CERTIFICATION OF MICROFILM, OR 1 YEAR AFTER CERTIFICATION OR NO LONGER NEEDED FOR USE. <DA: N1-255-94-3>
		2. Microfilm Records. (Includes silver original and diazo copy.)	* PERMANENT *TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: N1-255-94-3>
	<b>7</b>	3. All other offices, paper or microfilm copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-3>
		<u>B. CONSTRUCTION OF FACILITIES &amp; R&amp;D/GROUND SUPPORT EQUIPMENT (GSE)</u>	

		Documentation relating to Apollo and projects initiated by the Apollo program (R&D/GSE and C of F) which includes drawings, specifications, technical manuals, electronic/ computer media, photos, test reports, Operations & Maintenance (O&M) documentation, constructions files, and, Information for Bids (IFB).	
		1. Office of Primary Responsibility.	
		(a) Paper Records.	DESTROY AFTER VERIFICATION / CERTIFICATION OF MICROFILM, OR 1 YEAR AFTER CERTIFICATION OR NO LONGER NEEDED FOR USE. <DA: N1-255-94-3>
		(b) Microfilm Records.(Includes silver original and diazo copy)	* PERMANENT * RETAIN ON-SITE. RETIRE TO FRC WHEN 20 YEARS OLD AND TRANSFER TO NARA WHEN 30 YEARS OLD. <DA: N1-255-94-3>
		2. All other offices, paper or microfilm copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER <DA: N1-255-94-3>
8005		Major Flight and Development	Contact Center Records Mgr.
8010		Major Flight and Development -- General	Contact Center Records Mgr.
8020		Program Control	Contact Center Records Mgr.
8030		Flight Experiments and Tasks	(see below)

8030	8	<b>SPACE FLIGHT EXPERIMENT/INVESTIGATIONS REDUCED DATA</b>  Digital tapes that contain all the basic and supporting measurements after they have been selected, processed, and reduced to the final form that best represents the scientific knowledge obtained from the investigation. NOTE: These Records are MAINTAINED at the NATIONAL SPACE SCIENCE DATA CENTER (NSSDC) operated by Goddard Space Flight Center (GSFC).	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
8040		<b>Configuration Control</b>	(see below)
8040	9	<b>CONFIGURATION CONTROL BOARD (CCB) RECORDS</b>  Records such as notices of meetings, change requests, minutes, documentation, changes to documentation, directives, etc.	
	9	<b>A. <u>PROGRAM LEVEL (KEPT AS A PART OF CASE FILE IN R&amp;D PROGRAM OR PROJECT</u></b>  [See also Item 5 of this Schedule.]	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
		<b>B. <u>PROJECT OFFICE LEVEL</u></b>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
8040	10	<b>CONFIGURATION MANAGEMENT FILES - SPACE SHUTTLE</b>	
		Records in this series consist of Baseline Level III documentation with specific requirements applicable to the projects, e.g., solid rocket booster and redesigned motor; main engine; etc. The following records are considered a part of this series, but the series is not limited to these records only:	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 <N1-255-04-3>.

		. Level I and II requirements; . Design and Performance requirements . Interface; Verification; Training Requirements; . Design, construction, and assembly and installation standards and specifications; . Design concepts, approaches, and solutions; and, product configuration descriptions.	
<b>8050</b>		<b>Systems Integration and Checkout</b>	<b>Contact Center Records Mgr.</b>
<b>8060</b>		<b>Systems Design</b>	(see below)
8060	<b>11</b>	<b>DESIGN AND ENGINEERING DRAWINGS FOR FABRICATION OF DISPLAY MODELS AND EXHIBITS</b>	
		A. <u>ORIGINAL VELLUM DRAWINGS</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>
		B. <u>ALL OTHER OFFICES/COPIES</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/104 OR 8/108. <N1-255-04-3>
<b>8070</b>		<b>Technical Standards and Specifications</b>	(see below)
8070	<b>12</b>	<b>STANDARDS AND SPECIFICATION FILES</b>	
		Preliminary, experimental, and final standards/specifications created in connection with engineering projects. Arrange by specification number or by project.	
		A. <u>OFFICE OF PRIMARY RESPONSIBILITY (OPR)</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		B. <u>ALL OTHER OFFICES/COPIES</u>	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/102. <N1-255-04-3>
<b>8071</b>		<b>Structures, Mechanical, and Thermal</b>	<b>Contact Center Records Mgr.</b>

8072		<b>Materials and Processes</b>	<b>Contact Center Records Mgr.</b>
8073		<b>Power and Electrical</b>	<b>Contact Center Records Mgr.</b>
8074		<b>Communication/Data Handling/Information Systems</b>	<b>Contact Center Records Mgr.</b>
8075		<b>Electronics and Avionics</b>	<b>Contact Center Records Mgr.</b>
8076		<b>Fluids, Propulsion</b>	<b>Contact Center Records Mgr.</b>
8077		<b>Systems, Integration, Analysis and Test</b>	<b>Contact Center Records Mgr.</b>
8078		<b>Human Factors</b>	<b>Contact Center Records Mgr.</b>
8079		<b>Ground and Flight Operations</b>	<b>Contact Center Records Mgr.</b>
8080		<b>Tests and Testing</b>	<b>Contact Center Records Mgr.</b>
8090		<b>NASA Engineering Standards</b>	<b>Contact Center Records Mgr.</b>
8100		<b>Advanced Studies</b>	(see below)
8100	13	<b>ADVANCED MANNED AND UNMANNED MISSION STUDIES</b>	
		Advanced studies of flight missions beyond those currently approved, or studies of as yet unapproved spacecraft, launch vehicles, spacecraft, and/or aircraft or aircraft systems that may lead toward such future flight missions or studies leading to significant changes on an already approved configuration of spacecraft and launch vehicle.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
8100	14	<b>SUMMARY PROGRESS REPORTS (R&amp;D)</b>	
		Reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects and consolidated reports prepared therefrom.	
		A. Copies of reports retained by reporting office.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/103 OR 8/107. <N1-255-04-3>

		B. Feeder reports used for compilation of consolidated reports, except as indicated in C. below.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/105 OR 8/109. <N1-255-04-3>
		C. Consolidated reports consisting of an official file copy of each consolidated report and any feeder reports containing technical or scientific data not fully documented in the consolidated report.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101 OR 8/107. <N1-255-04-3>
8100	<b>15</b>		
		(b) Records consisting of Deep-Space-Net-Pass folders 1993 and continuing.	ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
		2. Pioneer 10	
		(a) Records consist of progress reports, evaluations, and reviews (1970-74); data packages and test procedures (1971-72); and off-line analysis reports and validations (1971-77).	H ITEM DISCONTINUED. RECORDS NOW COVERED BY ITEM 8/101. <N1-255-04-3>
	<b>15</b>	(b) Records consisting of command instructions, telemetry instructions, deep  <a href="#">  TOC   Preface   ChangeHistory   Introduction   Chapter1   Chapter2   Chapter3   Chapter4   Chapter5   Chapter6   Chapter7   Chapter8   Chapter9   Chapter10   AppendixA   AppendixB   AppendixC   AppendixD1   AppendixD2   ALL  </a>  <a href="#">  NODIS Library   Organization and Administration(1000s)   Search  </a>	



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